



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CHIEF, INVESTIGATIONS DIVISION	46	A	11.280

Under administration direction of the department Director, is responsible for the 24-hour operation of a statewide investigation division conducting investigative and enforcement activities.

Plan, organize and direct the functions of a statewide investigative division performing criminal and non-criminal investigative services in accordance with State and federal laws and mandates.

Provide direction to the Deputy Chief and local task forces regarding criminal and non-criminal investigation activities, intelligence gathering, and administrative services.

Develop, implement and monitor division goals and objectives, priorities, policy and procedure to ensure the mission of the agency is achieved including all operations of the division's field offices and central operations through a system of work review, reporting and follow-up, development of a complete manual of procedures, standards and instructions consistent with statutes, regulations and federal guidelines.

Establish staffing levels and jurisdictional controls and responsibility of supervisors; evaluate the performance of division employees, identify personnel needs, human resources planning, review completed work assignments, provide training and monitor performance.

Direct division personnel and participate in assisting local law enforcement agencies, the judicial system, federal government and State agencies in response to requests for investigative and enforcement services; review requests and determine feasibility of providing services based on human resources constraints, funding, equipment and stipulated agreements.

Serve as a board member for District Task Forces and criminal information networks regarding services, programs and development of operating policies and procedures to resolve problems, promote use of services, conduct research and provide technical support.

Develop and implement new legislation affecting the operation of the division; conduct research and provide testimony at legislative hearings.

Develop the division's budget which includes expenditures for staffing, equipment, buy funds, enforcement programs, and training; provide justification through research, documentation, and the identification of possible funding sources, and present to the Director for review and approval.

Perform related duties as assigned.

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## MINIMUM QUALIFICATIONS

### SPECIAL NOTES AND REQUIREMENTS:

- \* Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must first submit to a pre-employment screening test for controlled substances.
- \* Applicants must meet current Peace Officer Standards & Training (P.O.S.T.) requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.
- \* A quarterly qualifying score of 70 or better with a firearm will be required.
- \* Applicants must possess a valid driver's license at the time of appointment and throughout employment.

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university with major coursework in criminal justice, police science, psychology, business administration or closely related field and eight years of law enforcement and investigative experience, where recognized investigative and law enforcement techniques were utilized to enforce state and federal laws, preparation of detailed reports and implementation of program goals and objectives with at least four of those years involving supervisory experience in a law enforcement or investigative setting; **OR** two years of experience as Deputy Chief in a Nevada State law enforcement agency; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Knowledge of:** specialized law enforcement programs dealing with intelligence gathering and record keeping, drug interdiction, and internal affairs; nationally recognized law enforcement principles and practices; federal laws and regulations pertaining to criminal investigation, management, criminal and intelligence records systems and drug enforcement programs; the social and cultural lifestyles of a variety of ethnic and cultural groups. **Ability to:** speak and write clearly and concisely in explaining ideas, communicating within the organization, informing the public and resolving conflicts; establish and maintain effective working relationships which includes exhibiting responsiveness, credibility, confidence, tact, cooperation and sensitivity; plan, implement and evaluate the achievement of goals, objectives and work plans; recognize organizational and operational problems and apply analysis and judgment in arriving at solutions and determinations; provide organizational leadership and coordination; function effectively under stress and exhibit integrity; develop and maintain effective working relationships with other law enforcement agencies, the judicial system, State agencies and the community; supervise staff using appropriate personnel management techniques.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Detailed knowledge of:** Nevada Revised Statutes, Nevada Administrative Code and State Administrative Manual. **Knowledge of:** the division's mission, policies and procedures, and system of operation. **Ability to:** prepare and manage the division's budget; prepare work programs and cost analysis; develop and implement new legislation affecting the activities of the division; organize and administer a statewide law enforcement program.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

11.280

ESTABLISHED:	7/1/91P
	10/19/90PC
REVISED:	11/15/91PC
REVISED:	7/1/93LG
REVISED:	6/29/95UC
REVISED:	7/1/97LG
REVISED:	3/29/01UC